

INSTRUCTIONS FOR SUBMISSION OF SPECIMENS FOR CHEMICAL EVENT

Michigan Department of Health and Human Services

www.michigan.gov/mdhhs/hs

IMPORTANT: Specimens not properly labeled, test requisitions not completed, or specimen labels not matching requisitions will cause delays or may not be tested.

NOTE: Suspected cases or threats of chemical terrorism exposure must be immediately reported to law enforcement, to the Michigan Department of Health and Human Services (MDHHS) laboratory director at 517-335-8063, and the MDHHS Bureau of EMS, Trauma, and Preparedness at 517-335-8150 during normal business hours. After hours you must call 517-335-9030. **Please notify MDHHS laboratory before shipping these specimens.**

1. **Freeze coolants upon receipt of the Unit.**
2. Collect the specimens listed below. **Use the same lot number containers to collect specimens during a single event.**
 - a. **Urine:** For adult and pediatric patients, collect at least 40ml of urine in a clean screw-capped container with no preservative. If you must seal the urine cup, use tape; **do not use Parafilm**, to prevent leaking. **FREEZE** the urine specimen as soon as possible at -70 °C or on dry ice.
 - b. **Whole Blood, EDTA:** On adult patients only, draw blood into three separate purple-topped EDTA tubes, 5 to 7ml each. Clearly mark tubes in the order drawn as tube #1, #2, and #3. Draw by vacuum-fill method; **do not use syringe**. Verify that tubes were drawn by vacuum method on Chain of Custody Form. Gently shake the tubes to mix. Refrigerate - **DO NOT FREEZE**.
 - c. **Whole blood, grey or green-top:** On adult patients only, AFTER all three EDTA tubes are collected, draw blood into one grey or green-topped (heparin, non-gel) tube, 5 to 7ml. Draw by vacuum-fill method; do not use syringe. Verify that tubes were drawn by vacuum method on Chain of Custody Form. Gently shake the tubes to mix. Refrigerate - **DO NOT FREEZE**.
 - d. **Blank cups and tubes:** Include two empty or blank urine cups, two blank purple top tubes, and two blank grey or green top tubes from **each lot number** used to collect patient specimens.
3. Label all specimens with patient name/unique identifier, date and time of collection, and collector's initials.
4. Complete Chain of Custody Form MDHHS-1264 supplied with the Chemical Threat Response Kit; form is available on line. The Chain of Custody Form also serves as the MDHHS requisition. **Up to eight patients can be entered on one form.** Form must exactly match label on specimen. Use separate forms for urine and blood specimens and keep copies for your records. Place completed Chain of Custody Form in plastic bag provided to protect from moisture.
5. **Blood and urine specimens *MUST* be packaged in separate shipping containers! Blood must be shipped on COOLANT PACKS and Urine must be shipped on DRY ICE. Do NOT ship urine and blood in same container!**
 - a. **Blood:** When ready to ship, wrap properly labeled blood tubes with absorbent material provided, and place in foam rack to cushion. Wrap in additional cushioning to secure tubes inside rack. **Use two bag system to secure:** Place specimens into the inner plastic Biohazard bag (STP 741) included with this kit and seal. Place sealed Biohazard bag into the outer white Tyvek envelope (STP-740) and seal. **You must use both bags together. Secure with evidence tape**, and initial 1/2 on tape and 1/2 on white Tyvek envelope. You must use two levels of evidence tape.
 - b. **Urine:** When ready to ship, place urine and absorbent material into the six grid box or place in small plastic biohazard bag with absorbent, then wrap with cushioning to prevent specimens from touching. **Use two bag system to secure:** Place specimens into the inner plastic Biohazard bag (STP 741) included with this kit and seal. Place sealed Biohazard bag into the outer white Tyvek envelope (STP-740) and seal. **You must use both bags together. Secure with evidence tape**, and initial 1/2 on tape and 1/2 on white Tyvek envelope. You must use two levels of evidence tape
6. Using the outer packaging, cardboard box with polystyrene foam liner provided, pack **refrigerated blood** samples on the coolant packs that have been previously frozen. Pack **frozen urine** samples on dry ice which will not be provided. **Do not pack urine and blood samples in the same outer package.** Use cushioning to prevent contents from shifting. Place the Chain of Custody Form in a zippered plastic bag, in the box with the specimens.
7. Apply necessary shipping labels to the outer container in the appropriate places. CT specimens are shipped as "Biological Substance, Category B" unless the shipper has reason to believe they may contain "Category A" Infectious Substances. Dry ice is a Class 9 Dangerous Good.
8. Ship package overnight or as directed by MDHHS laboratory. Please refer to **NOTE** at top of page.

NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.